

**SENIOR COMMISSION**  
**2013/14 Work Plan**  
(as of July 12, 2013)

Goal	Projects	Assignments	Target Date	Status
Transportation	Alternative transportation resource flyer	<ul style="list-style-type: none"> <li>• Research senior focused alternative transportation opportunities in Los Altos/Los Altos Hills (Tiemann, Pelham)</li> <li>• Report information to Senior Commission (Tiemann, Pelham)</li> <li>• Create draft alternative transportation flyer (Tiemann, Pelham)</li> <li>• Distribute throughout the community (Tiemann, Pelham)</li> </ul>	November 2013	
	Elder Generation Committee	<ul style="list-style-type: none"> <li>• Attend monthly Partners in Elder Generation meetings with LA Rotary partners (Tiemann, Pelham)</li> </ul>	Through February 2014	
	Support existing alternative transportation	<ul style="list-style-type: none"> <li>• Assist with volunteer recruitment for alternative transportation agencies (Smith, Summit)</li> </ul>	November 2013	
	Taxi subsidization	<ul style="list-style-type: none"> <li>• Speak with last year's commissioners who researched which taxi companies hold business licenses in the City of Los Altos (Smith, Summit)</li> </ul>	November 2013	

Senior Center	Senior Center modernization	<ul style="list-style-type: none"> <li>• Create Committee to review Senior Center CIP and make recommendations (Seddiqui, Mathur)</li> <li>• Participate in Senior Center CIP process</li> </ul>	August 2013	
Educational programs	Educational programs expansion	<ul style="list-style-type: none"> <li>• Work with Senior Center staff to host educational programs (Jenney, Pelham)</li> </ul>	February 2014	
Senior-Focused Emergency Preparedness	Los Altos Community Foundation, LA Prepares Committee	<ul style="list-style-type: none"> <li>• Attend LA Prepares Committee meetings (Jenney, Pelham, Mathur)</li> </ul>	February 2014	
	Town of Los Altos Hills Senior Emergency Preparedness Registry	<ul style="list-style-type: none"> <li>• Attend meetings and report back to Commission as necessary (Summit)</li> </ul>	February 2014	
	USB Stick Emergency Preparedness File Project	<ul style="list-style-type: none"> <li>• Connect with Eagle Scout to support project (Pelham)</li> <li>• Research existing models of Emergency Preparedness USB Stick files projects (Pelham)</li> <li>• Report project back to Commission (Pelham)</li> <li>• Implement program (Pelham)</li> </ul>	August 2013	

Senior Resource Manual	Senior Resource Manual updates	<ul style="list-style-type: none"> <li>• Review and update all service provider information (Seddiqui, Smith)</li> <li>• Add or subtract service providers as necessary (Seddiqui, Smith)</li> <li>• Print any updates to the Senior Resource Manuals (Seddiqui, Smith)</li> <li>• Update resource books in all locations (Senior Center, Los Altos City Hall, Town of Los Altos Hills Recreation and Chamber of Commerce) (Seddiqui, Smith)</li> <li>• Review and add or subtract Senior Resource Manual locations (Seddiqui, Smith)</li> <li>• Review user suggestions (Seddiqui, Smith)</li> <li>• Implement user suggestions as necessary (Seddiqui, Smith)</li> </ul>	December 2013	
	Chamber of Commerce annual brochure	<ul style="list-style-type: none"> <li>• Contact Chamber of Commerce to see if a Senior Resource page is available again (Jenney)</li> <li>• Staff review resources for publishing in Chamber of Commerce brochure (Jenney)</li> <li>• Submit resources for brochure (Jenney)</li> </ul>	December 2012	

Program development grants	Grant opportunities/applications	<ul style="list-style-type: none"> <li>Review grant publications for Age-Friendly Grant opportunities (Pelham)</li> <li>Share findings with Commission and staff (Pelham)</li> </ul>	February 2014	
After-dark downtown lighting	Walking survey	<ul style="list-style-type: none"> <li>Conduct downtown square walking survey (Tiemann, Pelham, Jenney)</li> <li>Share walking survey and Senior Commission recommendations with City staff</li> </ul>	June 2013 and November 2013	
Senior initiatives coordination	Organizations/commissions/committees networking	<ul style="list-style-type: none"> <li>Review agendas and minutes of those identified organizations. Attend relevant meetings and report back to the Commission</li> <li>Review organizations that support Seniors in the City of Los Altos/Town of Los Altos Hills and assign Commissioners to other organizations that may have come up</li> <li>Annually review and assign or reassign commissioners to various groups as deemed necessary</li> </ul>	February 2014	
Senior scholarships	Sponsor eight \$200 scholarships annually	<ul style="list-style-type: none"> <li>Publicize scholarship (staff)</li> <li>Oversee scholarship distribution and analysis (staff)</li> </ul>	February 2014	
Age-Friendly Community Events	Age-Friendly Community Events documentation	<ul style="list-style-type: none"> <li>Organize and maintain a record of all Age-Friendly Community Events (Smith)</li> <li>Compile Commission history (Smith)</li> </ul>	February 2014	

Marketing and information	Programming/events advertisement	<ul style="list-style-type: none"> <li>• Maintain/update community boards with Senior Commission appropriate flyers (Tiemann)</li> <li>• Create press releases for staff review when advertising programming (Seddiqui, Jenney)</li> <li>• Disseminate press releases as agreeable to staff (Seddiqui)</li> </ul>	February 2014	
---------------------------	----------------------------------	---	---------------	--